

# Non-Congregate Feeding

In the Summer Food Service Program

(SP16-2014, SFSP 14-2014)

# What is Non-Congregate Feeding?

Under policy memo SP 16-2014, SFSP 14-2014, in situations of extreme heat, sponsors of the Summer Food Service Program, operating sites without temperature controlled alternative sites, may allow participants to take the meal off site for consumption.



# What is “Extreme Heat?”

Extreme Heat is officially designated by the National Weather Service. Excessive Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch are all forms of “Extreme Heat” conditions.



On days when a sponsor implements non-congregate feeding in their approved sites, an official statement of the Extreme Heat needs to be displayed at the feeding site. The Sponsor is also required to keep official documentation of the Advisory with their SFSP paperwork.

The screenshot displays the National Weather Service (NWS) website interface. At the top, a search bar is labeled "Search Your Location". The NWS logo and "NATIONAL WEATHER SERVICE" text are prominently displayed. Below the header, a navigation menu includes links for HOME, FORECAST, PAST WEATHER, WEATHER SAFETY, INFORMATION CENTER, NEWS, SEARCH, and ABOUT. A "Location" dropdown menu is visible, with "Frankfort, KY" selected. A red banner across the middle of the page reads "Special Weather Statement is in effect: Hazardous Weather Outlook". To the right of this banner, a box labeled "Heat Advisory Posted Here" points to the "Special Weather Statement" link. Below the banner, the "Current Conditions" section for Frankfort, KY, shows a temperature of 50°F (10°C) and a sun icon. To the right of the temperature, a table lists various weather metrics: Humidity (46%), Wind Speed (SW 10 mph), Barometer (30.04 in (1017.5 mb)), Dewpoint (38°F (-1°C)), Visibility (10.00 mi), and Wind Chill (48°F (9°C)). A link "More Local 10-Day History & Mobile Weather" is also present. At the bottom, the "Frankfort KY 7 Day Forecast" is visible, and a box labeled "When and Where" points to the "Frankfort, KY" location link.

Search Your Location

NWS Official Website

NATIONAL WEATHER SERVICE

HOME FORECAST PAST WEATHER WEATHER SAFETY INFORMATION CENTER NEWS SEARCH ABOUT

Location:   [Location Help](#)

Proposed changes to icons on NWS Point Forecast Pages

The National Weather Service is collecting comments on proposed changes to the icons we use on our Point Forecast Pages. These changes are intended to enhance communication of rapidly changing weather conditions, while also highlighting current weather hazards.

[Post a Reply](#)

**Special Weather Statement is in effect: Hazardous Weather Outlook**

**Heat Advisory Posted Here**

**Current Conditions**

Frankfort, KY

50°F  
10°C

Humidity: 46%  
Wind Speed: SW 10 mph  
Barometer: 30.04 in (1017.5 mb)  
Dewpoint: 38°F (-1°C)  
Visibility: 10.00 mi  
Wind Chill: 48°F (9°C)  
Last Update: 21 May 2023 04:00 EDT

Downloaded at: Frankfort, Capital City Airport (KFFT)  
Lat: 38.19°N Lon: 84.87°W Elev: 200ft  
[More Local 10-Day History & Mobile Weather](#)

**Frankfort KY**  
7 Day Forecast

**When and Where**

**Frankfort, KY**  
National Weather Service Office

# Are There Any Other Requirements?

Yes! In addition to the Extreme Heat Advisory documentation, the Sponsor must report, along with their monthly claim for reimbursement:

1. The specific dates on which participants were permitted to take meals off site; and
2. The number of meals claimed that were taken off site for participants.

# Also...

- Be aware that you may need to plan for an alternate menu on these days. Non-Perishable foods will ensure the meal service will be conducted safely, even when meals are taken off site.
- Meal times may not be shortened or extended on days the area is experiencing excessive heat. The meal time approved by the state agency for each site must remain the same on those days.
- Sponsors may claim one meal per child per meal service on the days the area is experiencing extreme heat. Meals may not be provided to adults or to children who are not present at the site.
- Sponsors must apply for Non-Congregate feeding BEFORE the extreme heat occurs.

# How Do I Apply?

The Non-Congregate Application and Instruction is available on our website under “Program Administrative Forms.”

## **Program Administrative Forms**

- Agreement with a Public School District to Furnish Food
- Modified Income Application
- Checklist of Records
- Contract with Food Service Management Company
- Closed Media Release
- Income Application
- Mileage Record Forms
- Monthly Inventory Control Sheet
- Open Media Release
- Record Summary of Administrative Expenses
- Summer Program Planning Checklist
- Time Report for tracking hours worked in Summer Feeding
- Worksheet to calculate the cost of the food used
- 2014 SFSP Statement of Authority
- Training Agenda
- Procurement Procedures
- Mobile Route Site Report Form
- Summary of Administrative Expenses
- Administrative Time Report
- Instruction and Application for Non-Congregate Feeding

# There are 4 Pages

## Page 1: Instructions

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Kentucky Department of Education  
Division of School and Community Nutrition

*Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat (Policy SP 24-2013 SFSP 10-2013 Revised)*

**Purpose:**

Summer Food Service Program (SFSP) sponsors may request to participate in the Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat. Reimbursable meals may continue to be offered and served by a sponsor operating as a non-congregate site during days when the area is experiencing excessive heat.

**Application Procedure:**

Applications of intent to participate in the Demonstration Project must be submitted and approved prior to implementation. Complete the attached application form (page 2) and submit to Kentucky Department of Education /School and Community Nutrition on or before May 14, 2014. As applications to participate in the Demonstration Project are approved, the sponsor will receive an email indicating the approval.

**Participation Requirements:**

Approved outdoor SFSP sites must comply with the congregate meal requirements on all other days of operation. Requirements pertaining to the number and type of meals that may be served each day continue to apply and sponsors must continue to provide all required components of a reimbursable meal. Because meals will be consumed off site and possibly at a later time during the day, sponsors should carefully consider all food safety issues and risks. Only one meal may be provided to each child present at the meal site. Meals may not be provided to adults or other children to take to children not present at the site. All meal counting, claiming and state and sponsor monitoring and oversight requirements continue to apply.

Sponsors will continue to enter all monthly claims for reimbursement in CNIPS. In addition, the days using the Demonstration Project for excessive heat and serving non-congregate meals sponsors must:

- Maintain documentation on site of screen shots from the National Weather Service website for the specific days the demonstration project was implemented. (page 4) View warnings and or alerts on the National Weather Service website. Screen shots must be printed and saved from the specific day of the heat advisory or heat warning as screen shots with warnings or advisories cannot be acquired retroactively. Maintain copies of these warnings in the Sponsor office as well.
- Submit the attached Demonstration Project Claim Information form (page 3) to KDE/SCN along with each monthly claim submitted in CNIPS, if the Demonstration Project was implemented and non-congregate meals were served.
  - o The Specific sites and dates for which participants were permitted to take meals off site.
  - o The number of meals claimed (by site and date) that were taken off site by participants.

## Page 2: Application All Eligible Sites the Sponsor Wishes to Include Must be Listed . If a Site is Not Pre-Approved, it cannot participate.

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Excessive Heat Demonstration Project-Sponsor Application

Sponsor Name: \_\_\_\_\_

CNIPS # \_\_\_\_\_

List the SFSP Sites that may participate in the Demonstration Project experiencing excessive heat (additional site listings may be attached.)

Site Name	Site CNIPS #

As a responsible authority, I certify that all applicable requirements will continue to be met for the SFSP program to ensure proper operation of the program including meal counts, food safety, and oversight.

Signature of Authorized Individual \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Return this completed and signed Excessive Heat Demonstration Project Application by May 14, 2014 to:

Kentucky Department of Education/School and Community Nutrition  
Attention: Kayla Meadows  
500 Mero Street 23<sup>rd</sup> Floor  
Frankfort, KY 40601

OR

Fax to: 502-564-5519 Attention Kayla Meadows

OR

Sign, Scan, and Email to [kayla.meadows@education.ky.gov](mailto:kayla.meadows@education.ky.gov)



## Page 3: Claim Information Form

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### Excessive Heat Demonstration Project-Sponsor Claim Information Form

Along with the claim for reimbursement made in CNIPS, submit the following additional claim details to KDE/SCN

Sponsor Name: \_\_\_\_\_

CNIPS #: \_\_\_\_\_

(Additional Site Listings May Be Attached)

Site Name and CNIP Site #	Date (s) of Excessive Heat	Total Number of Non-Congregate Meals Served for Site

Claim information submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed Claim Information Form to:

Kentucky Department of Education/School and Community Nutrition

Attention: Kayla Meadows

500 Mero Street 23<sup>rd</sup> Floor

Frankfort, KY 40601

OR

Fax to: 502-564-5519 Attention Kayla Meadows

OR

Scan and Email to [kayla.meadows@education.ky.gov](mailto:kayla.meadows@education.ky.gov)

## Page 4: Heat Advisory Documentation Example

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Supporting Documentation Example:

Documentation must be posted at the site AND a copy must be maintained at the Sponsor Office.

**DUE TO EXTREME HEAT ADVISORY, FOR TODAY ONLY, MEALS MAY BE TAKEN OFF SITE**

**Search Your Location**

**NWS Official Website**

**NATIONAL WEATHER SERVICE**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

HOME FORECAST FIRST WEATHER WEATHER SAFETY INFORMATION CENTER NEWS SEARCH ABOUT

Localized by "City, ST or ZIP Code"   [Location Help](#)

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**HAZARDOUS WEATHER CONDITIONS**

**Special Weather Statement is in effect**  
**Hazardous Weather Outlook**

**Heat Advisory Posted Here**

**Current Conditions**

**Frankfort KY**  
7 Day Forecast

**When and Where**

**Frankfort, KY**  
7 Day Forecast

**Current Conditions**

Forecast: 40%  
Wind Speed: 9-16 mph  
Barometer: 30.04 in (1017.5 mb)  
Dewpoint: 58°F (-1°C)  
Humidity: 18.00 mb  
Wind Chill: 48°F (9°C)  
Last Update on 21 Jan 9:53 am EDT

Current Conditions at  
Frankfort, Capital City Airport (KFPT)  
LAT: 38.112N LON: 84.87W Elev: 800ft  
[More Local Data](#) | [Local History](#) | [Main Weather](#)

**Louisville, KY**  
NWS Weather Forecast Office

# Applications for Non-Congregate Feeding are Due May 14, 2014

Questions?

Call Cyndi Willmarth  
502-564-5625 Extension: 4911

Or Email

[Cyndi.willmarth@education.ky.gov](mailto:Cyndi.willmarth@education.ky.gov)

Thank you!

